

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-247**

PAGE NO. **1 of 2**

1. Requesting Agency
WORCESTER COUNTY

2. Division or Bureau of Requesting Agency
Clerk of the Circuit Court

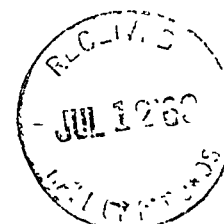
3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>PLAT BOOKS</p> <p>Quantity: 12 books of assorted sizes Size: Assorted Dates: 1890 --- File Arrangement: Chronological How indexed: Index tipped in front of each book</p> <p>The Plat Books contain surveys of property and plats of subdivisions of property in Worcester County:-</p> <p>ODC 1, Original Plats, 1890-1943 (30 x 38 x 2) ODC 1, Photostats, 1890-1943 (25 x 21 x 2) ODC 2, Original Plats, 1916-1940 (25 x 21 x 2) ODC 2, Photostats, 1916-1940, (25 x 21 x 2) JEB 1, Original Plats, 1940-1948 (16 x 20 x 3) JEB 1, Photostats, small plats (16 x 20 x 3) JEB 1, " large plats (22 x 26 x 2) CWN 1, Original Plats, 1948-1951 (16 x 20 x 3) CWN 2, " " 1949-1951 (16 x 20 x 3) EWR 1, Original Plats, large plats, 1952 --- (30 x 38 x 1) EWR 2, " " small plats, 1954-1959 (25 x 21 x 2) EWR 3, " " " 1954-1959 (16 x 20 x 3) FWH 2, Original Plats, small plats, 1959 --- (16 x 20 x 2)</p> <p>Plats not found in the Plat Books are included with the Court Proceedings, Land Records, or with the Chancery Records in certain cases, (Schedule C-232, Items 1, 4, and 17.)</p> <p>Plats have been microfilmed as found in the Land Records (1742-1945), in the Court Proceedings (L. 1-15), in the Chancery Records (L. 1-48), and in the Plat Books (Series ODC 1-2, JEB 1, and CWN 1-2)</p>	



7. Agency, Division or Bureau Representative

Edward W. Moore
Signature

Clerk of the Circuit Court
Title

7/11/63
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/19/63
Date

Marion S. O'Neil
Archivist

(Not required)

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	